



Board of Nursing

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

Frequently Asked Questions (FAQs) About RN/LPN Licensure and APRN Certification

| General Licensure Questions | |
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| 1. How do I change my address or name on my license? | You may submit name and address changes to the Board by completing the name or address change form. Click on the info tab at the top of the Maryland Board of Nursing (MBON) homepage. The forms are located under "Board Services and Links." Complete and submit the appropriate form, along with any required supporting documentation, to mbon.infochange@maryland.gov . |
| 2. When should I change my address or name? | The Nurse Practice Act requires licensees to notify the Board in writing of any change in the name or address of the licensee within 60 days after the change occurred. See Md. Code Ann., Health Occ. § 8-312(e) . |
| 3. Do I need to notify the Board if my email address changes? | Yes. The Board sends renewal notices and other important information to licensees via email, so it is important that you ensure that the Board has your current email address. |
| 4. How do I check the status of my RN or LPN license? | You may check the status of your license by using the "Look Up a License" feature on the Board's website. Click on the following link: Look Up a License . To search for your license information, please follow these steps: a) For "Profession," select "nursing" from the dropdown menu; b) For "License Type," select your license type from the dropdown menu; c) Enter your last name and first name. Note: The "License Number" field may be left blank. |
| 5. Can I get a paper copy of my license? | The Board no longer issues paper licenses. You can print your license information from the MBON website free of charge directly from the Look Up a License page. |
| 6. What are the fees for licensure in Maryland? | You may access the MBON fee schedule by clicking the info tab on the top of the MBON homepage. The link to the current fee schedule is located under "Board Services and Links." You may also access the fee schedule by clicking on the following link: https://mbon.maryland.gov/Pages/services-fees.aspx Note: All fees submitted to the Board are nonrefundable . COMAR 10.27.01.02A . |

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| 7. Can I request that my license application be expedited? | No. The Board processes applications in the order in which they are received and will issue a license as soon as the Board confirms that all of the qualifications for licensure are met. |
| 8. Is Maryland part of the Nurse Licensure Compact? Where can I get more information about obtaining a multistate RN or LPN license? | <p>Yes, Maryland is a party state to the Nurse Licensure Compact. Visit the following link for more information and resources for the Compact: https://www.ncsbn.org/compacts/nurse-licensure-compact/nlc-toolkit/nlc-fact-sheets.page</p> <p>At this time, Maryland is not a party state to the APRN Compact.</p> |
| 9. Do I need a social security number to apply for licensure? | Yes. The Board is required by federal and Maryland laws to collect social security numbers from applicants. <i>See</i> 42 U.S.C.A. § 1320a-7e(b) ; Md. Code Ann., Fam. Law § 10-119.3 ; Md. Code. Ann., Health Occ. § 1-210 . Disclosure of your social security number is <u>mandatory</u> in order to process your application. |
| 10. How do I request that a verification of my Maryland RN or LPN license be sent to another state? | Submit the completed verification request form to MBON in person or by mail along with \$25 payment. You must submit a separate request form and payment for each verification. You will need to provide the email address for the requesting board/s with each request. |
| RN/LPN Licensure by Endorsement | |
| 11. I am licensed in another state or country and would like to endorse my license into Maryland. What are the qualifications for endorsement in Maryland? | The minimum qualifications for licensure by endorsement are set forth in the Maryland Nurse Practice Act and its accompanying regulations. Specifically, please review Health Occ. §§ 8-307 and 8-302 , and COMAR 10.27.01.10 . |
| 12. What steps do I need to take to apply for licensure for endorsement? | <p>You need to:</p> <ul style="list-style-type: none"> ✓ Review the list of approved and not-approved out-of-state nursing programs by clicking on the education tab on the top of the Board’s homepage. The lists are located under “Nursing Education Programs.” • If your program is on the list of approved out-of-state programs, you meet the minimum educational qualification for licensure by endorsement, and you can proceed with the endorsement application process. • If your program is on the list of not approved out-of-state programs, then you do <u>not</u> meet the minimum educational qualification for licensure by endorsement, and you should <u>not</u> proceed with the endorsement application process. • If your program is not on either list, you must download the Out-of-State Nursing Prelicensure Program Substantial Equivalency Assessment tool under “Nursing Education |

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| | <p>Programs” and send it to your nursing program’s Dean or Director, who should complete the assessment and submit it to MBON for evaluation.</p> <ul style="list-style-type: none"> ✓ If you completed your basic nursing education outside of the United States, have your transcripts evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS). Contact CGFNS at www.cgfns.org to request a Credentials Evaluation Service (CES). • Applicants who are unable to prove written and oral competency in the English language in accordance with Health Occupation Article, §8-302(e)(2) or (4), Annotated Code of Maryland, shall submit evidence of proficiency in listening, reading, speaking, and writing the English language by obtaining a minimum passing score on one of the following Board-approved English language competency examinations: <ul style="list-style-type: none"> ○ Test of English as a Foreign Language Internet Based Test (TOEFL iBT) with minimum passing scores of: <ol style="list-style-type: none"> 1. Listening — 22; 2. Reading — 22; 3. Speaking — 26; and 4. Writing — 24; or ○ International English Language Testing System (IELTS) with minimum passing scores of: <ol style="list-style-type: none"> 1. Listening — 6; 2. Reading — 6; 3. Speaking — 7; 4. Writing — 6; and 5. Overall score of at least 6.5. <p>See: COMAR 10.27.01.05</p> <ul style="list-style-type: none"> ✓ Request verification of licensure from your original state or country of licensure; ✓ Get fingerprinted for a Criminal History Records Check (CHRC); and ✓ Complete and submit the online application for licensure by endorsement. <p>Access full endorsement instructions and the online application here: <u>Licensure by Endorsement</u></p> |
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| <p>13. Why does my out-of-state nursing program have to be approved by the Board?</p> | <p>To be eligible for an RN or LPN license in Maryland, an applicant must have completed either: (1) an RN or LPN education program <u>in Maryland</u> that is approved by the Board; or (2) an RN or LPN education program <u>in another state or country</u> that the Board finds “substantially equivalent” to education programs in Maryland at the time of the applicant’s graduation. Accordingly, the Board must review out-of-state nursing education programs to determine whether they are substantially equivalent to Maryland programs.</p> <p>See: Md. Code Ann. Health Occ. §8-302 § 8–302. License Qualifications. The term “substantially equivalent” is defined in the Board’s regulations under COMAR 10.27.01.01.</p> |
| <p>14. My out-of-state nursing program is not on the approved list. How long does the out-of-state nursing program approval process take?</p> | <p>It depends on how long it takes for the Dean or Director of your nursing program to submit the completed assessment document with the required accompanying documentation to the Board. Additionally, the Board will evaluate programs in the order in which the completed documents are received.</p> |
| <p>15. What should I do if my nursing program is closed?</p> | <p>You will need to provide the following to the Board:</p> <ul style="list-style-type: none"> ✓ The name of the college/university and nursing program that you attended; ✓ The name of the state authorized department, or agency within the state where you attended the program, that was designated to maintain records for your nursing education program; ✓ Your full name at the time you attended the program; ✓ The date you graduated from the program; ✓ A copy of the nursing student handbook or college/university catalog for the year(s) you attended the nursing education program; and ✓ Any other information regarding the curriculum plan for the nursing education program that you may have in your possession. <p>Send this information to mdbon.nbexam@maryland.gov OR you may mail the information to: ATTN: Examination Department, at the following address: 4140 Patterson Avenue, Baltimore, MD 21215. <u>Please be mindful of mail delays should you choose to use the US Postal service to send information to MBON</u></p> |
| <p>16. I completed a nursing education program outside of the United States. When should I</p> | <p>You should submit your request to CGFNS when you apply for licensure in Maryland. Contact CGNFS about processing times at www.cgfns.org.</p> |

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| <p>submit my request for a Credentials Evaluation Service (CES) to CGFNS? How long does it take?</p> | |
| <p>17. My license in my prior state is expired. Am I still eligible for licensure in MD?</p> | <p>No. You must have an active, unencumbered license in order to be eligible for licensure by endorsement.</p> |
| <p>18. What is the processing time for endorsement applications? Can my application be expedited?</p> | <p>Due to the time necessary to review and verify all minimal qualifications for licensure, the current processing time is 8-10 weeks from the time you submit a complete application, including all required documentation. The processing time for RN and LPN licensure by endorsement is longer than an application for licensure by examination due to the extensive review process including but not limited to the out-of-state program approval process and verification of your current license in another state. <i>See</i> FAQ 12. Due to this extended processing timeframe, if you do not hold a multistate license under the Nurse Licensure Compact, you may consider applying for a temporary license. <i>See</i> FAQ 19.</p> |
| <p>19. What is required to obtain a temporary license?</p> | <p>You may apply for a temporary license at the same time that you apply for licensure by endorsement in Maryland. You may apply for a temporary license by checking the option for a temporary license on the endorsement application.</p> <p>After your application is submitted, a member of the Board's staff will verify that you possess an active, unencumbered license in another state and that you have been fingerprinted for a criminal history records check. If you meet those requirements, the Board will issue a temporary license to you within 3 – 5 business days.</p> <p>Applicants who hold a multistate license, but are moving to Maryland and applying for endorsement, should not apply for a temporary license, because the multistate licensure privilege to practice permits the applicant to practice in Maryland while the endorsement application is pending.</p> |
| <p>20. I am planning to move to Maryland but want to begin the endorsement process first. How do I get my fingerprints done?</p> | <p>Contact the Endorsement Department at mdbon.nets@maryland.gov to request that a fingerprint packet be mailed to you.</p> |

RN/LPN Licensure by Examination (NCLEX)

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| <p>21. What are the minimum qualifications for licensure by examination in Maryland?</p> | <p>The minimum qualifications for licensure by examination are set forth in the Maryland Nurse Practice Act and its accompanying regulations. Specifically, please review Health Occ. § 8-302 and COMAR 10.27.01.05 and 10.27.01.06.</p> |
| <p>22. I am a new nursing graduate from a nursing program in Maryland. What is the process for obtaining my Maryland license by examination?</p> | <p>You must:</p> <ul style="list-style-type: none"> ✓ Be fingerprinted for a Criminal History Records Check (CHRC); ✓ Complete the online application for licensure by examination within two (2) days of being fingerprinted; <ul style="list-style-type: none"> Note: The photo you upload with your application must be approved by your program Dean or Director. Please ensure that you enter the correct email address for the program Dean or Director in your application. ✓ Your name must be on the list of approved students from your nursing program ✓ Register with Pearson VUE. <p>After all requirements for MBON and Pearson Vue are met, the Board will issue your Authorization to Test (ATT).</p> <p>Information regarding licensure by examination may be found here: Licensure by Exam (NCLEX)</p> |
| <p>23. I am a new nursing graduate from an out-of-state nursing program. What is the process for obtaining my Maryland license by examination?</p> | <p>In addition to the steps listed in FAQ #22, you must also do the following:</p> <ul style="list-style-type: none"> ✓ Before submitting an application, you need to review the list of approved out-of-state programs by clicking on the education tab on the top of the MBON homepage. The lists are located under “Nursing Education Programs.” <ul style="list-style-type: none"> • If your program is on the list of approved out-of-state programs, you can proceed with the application process. • If your program is on the list of not approved out-of-state programs, then you do <u>not</u> meet the minimum educational qualification for licensure by examination, and you should <u>not</u> proceed with the application process. • If your program is not on either list, you must download the program assessment tool under “Nursing Education Programs” and send it to your nursing program’s Dean or Director who should complete the assessment and submit it to MBON for evaluation. ✓ Request that your nursing education program submit your official transcripts to the Board via email to mdbon.nbexam@maryland.gov through a secure link. (This requirement is instead of your name being on a nursing education program’s list of approved students, which is for Maryland nursing education programs, as listed in FAQ 22) |

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| | <p>✓ If you completed your basic nursing education outside of the United States, have your transcripts evaluated by the Commission on Graduates of Foreign Nursing Schools (CGFNS).</p> <ul style="list-style-type: none"> • Contact CGFNS at www.cgfns.org to request a Credentials Evaluation Service (CES). |
| 24. What happens if my nursing program is closed? | See FAQ 15. |
| 25. What is the processing time for licensure by examination? | The current processing time for issuance of an Authorization to Test (ATT) is 7 – 14 business days of receiving all information on the completed application and after meeting all testing requirements for MBON and Pearson Vue. The current processing time for issuance of your license is 7 – 14 business days after the Board receives notification that you passed the NCLEX, provided all other licensure requirements are met. |
| 26. Can I call MBON to get my NCLEX results? | Pass-fail information is not given over the phone. You will receive the printout of your result in 7 – 14 business days after taking the NCLEX from the Board's Education and Examination Department. |
| 27. Why have I not received my NCLEX results in the mail? | There may be several reasons why NCLEX results are not received. For example, the address on file with the Board is inaccurate, or you may have moved and did not complete MBON's change of address form. Once you complete and submit the change of address form, the Board will re-send the information to your correct mailing address. |
| Criminal History Record Check (CHRC) | |
| 28. When is a CHRC required? | <p>You must submit to a CHRC when you:</p> <ul style="list-style-type: none"> ✓ Apply for an initial license or certification; ✓ Are notified by the Board in advance of renewal that you are part of the annually selected renewal applicants who must completed a CHRC (every 12 years); ✓ Apply for reinstatement/renewal of your license when your license has been non-renewed for a year or more; and ✓ When changing from inactive to active status. |
| 29. How do I get my fingerprints done? | Information can be accessed here: <u>Criminal History Record Check</u> |
| 30. When should I get my fingerprints done? Can I get my fingerprints done now and send them in early? | You should complete and submit your application to the Board within two days of being fingerprinted. When MBON receives your CHRC report, the Background Review Department must have an application on file to attach the report to. CJIS provides the Board with time-limited access to the applicant's criminal history records report for a maximum of 90 days. If an applicant completes the criminal history records check too far in advance of submitting |

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| | a completed application, it may cause unnecessary delays if the criminal history records report has expired. |
| 31. How do I demonstrate that I completed the CHRC? | You must provide the tracking number from your fingerprinting receipt on your license application. |
| 32. What happens if I do not get fingerprinted for a CHRC? | Your application will not be processed. |
| 33. How much does it cost to get fingerprinted? | For the current fee schedule, visit https://www.dpscs.state.md.us/publicservs/fingerprint.shtml . |
| 34. I was recently fingerprinted by another agency. Do I still need to be fingerprinted for the Board of Nursing? | Yes. |
| 35. I have a criminal history. What should I do? | <p>You should disclose your criminal history on your application and submit the required documentation to the Background Review Department at mbon.backgroundreview@maryland.gov</p> <p>Required documentation includes:</p> <ul style="list-style-type: none"> • A detailed letter of explanation, including the circumstances surrounding the crime, the date of your conviction or plea, the crime of which you were convicted or to which you pled guilty, your sentence, if and when you completed your sentence, and any other information you would like the Board to consider, such as subsequent work history, what you have learned, etc.; <u>AND</u> • Court certified or true-test copies of court documents regarding the facts and circumstances of the crime, your plea(s) or the disposition of your charge(s), the sentence imposed, and current status of your sentence (<i>i.e.</i>, all fines paid in full, completion letter from Parole/Probation Officer, etc.), or a letter/form from the court indicating that no records are available. Examples of court documents that show facts and circumstances surrounding the crime include a statement of probable cause/application for statement of charges, arrest affidavit, or plea agreement. |

Advanced Practice Certification

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| <p>36. What are the minimum qualifications to obtain and maintain licensure as an APRN?</p> | <p>The general minimum qualifications for all types of APRN certifications are set forth in Health Occ. § 8-302.1. Each APRN certification also has its own minimum qualifications for certification, which you can review by accessing the following links: COMAR 10.27.07.02 (CRNP), COMAR 10.27.06.02 (CRNA), COMAR 10.27.05.02 (CNM), and COMAR 10.27.27.02 (CNS). Generally, you must maintain a current and active RN license and submit verification of current national certification for the APRN designation for which you've applied. You must maintain an active RN license and an active national certification at all times while you are certified as an APRN.</p> |
| <p>37. I am a new APRN graduate. How do I apply for an APRN certification?</p> | <p>Download and complete the appropriate APRN application based on your education and training (<i>i.e.</i>, certified registered nurse practitioner (CRNP), certified registered nurse anesthetist (CRNA), certified nurse midwife (CNM), or clinical nurse specialist (CNS)). Mail or bring your completed application to the MBON office, along with the appropriate fee. Access the application and instructions for APRN licensure here: Advanced Practice Registered Nursing</p> |
| <p>38. I hold more than one APRN degree and national certification. Do I complete one application?</p> | <p>No. You must complete a separate APRN application for each APRN certification you wish to obtain (<i>e.g.</i>, CRNP, CRNA, CNM, or CNS), along with the appropriate fee for each application. You must provide documentation of current national certification for each APRN application submitted.</p> |
| <p>39. I am licensed as an RN and APRN in another State. How do I endorse into Maryland?</p> | <p>Complete the process for licensure by endorsement for your RN license and complete the appropriate paper application for an initial APRN certification. Your APRN certification will not be issued until your RN license is issued and all requirements for APRN certification are met.</p> <p>If you hold an active multistate RN license under the Nurse Licensure Compact, and you are not declaring Maryland as your primary state of residence, then you should not apply for endorsement of your RN license. You only need to complete and submit a paper application for initial APRN certification.</p> |
| <p>40. Is there a temporary certificate/license for APRNs?</p> | <p>No.</p> |
| <p>41. What is the current processing time for an initial APRN certification?</p> | <p>6 – 8 weeks upon receipt of a complete application, along with the appropriate fee.</p> |

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| 42. Will my APRN certification be renewed automatically when I renew my RN license? | No. You must apply for renewal of your APRN certification and submit the applicable fee. You must also provide documentation that your national APRN certification is current before the Board may renew your APRN certification. |
| 43. What is the current processing time for my online APRN renewal? | 5 – 10 business days from receipt of a complete renewal application. |
| RN/LPN License Renewal | |
| 44. What are the minimum qualifications for renewal of my RN/LPN license? | The minimum qualifications for renewal are set forth in the Maryland Nurse Practice Act and its accompanying regulations. Specifically, please review Health Occ. § 8-312 and COMAR 10.27.01.13 . |
| 45. Why didn't I receive a renewal notice in the mail? | MBON no longer sends renewal notices in the mail. MBON now sends renewal notices via email to your email address on file. Renewal notices are sent 90 days before your license expiration date. Licensees should notify the Board when their email address changes. |
| 46. How long does it take to process my license renewal application? | Typically, it takes approximately 48 – 72 hours to process online renewal applications once submitted, except under certain circumstances such as a tax hold, or answered yes to a discipline. It takes approximately 14 – 21 business days to process paper applications once the board receives a completed paper application and renewal staff verifies that all minimum requirements for renewal are met. |
| 47. I completed my renewal application online. Why is my license not renewed? | <p>The Board may not have renewed your license because:</p> <ul style="list-style-type: none"> ✓ You have a tax hold. Contact the Office of the Comptroller to arrange payment. Notice of tax hold release will only be accepted from the Office of the Comptroller. ✓ You are scheduled to have a Criminal History Record Check, but you did not complete it. ✓ You failed to meet one or more of the other minimum qualifications for renewal in accordance with COMAR 10.27.01.13. ✓ Please note that if your answer to a disciplinary question on the renewal application is “yes”, or if you are renewing/reinstating your license more than 365 days past your expiration date, you are required to submit a paper renewal application to the Board. The Board will process your paper renewal application as quickly as possible in the order in which it is received. (Approximately 14 - 21 business days). |

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| <p>48. My license has been non-renewed for a year or more. What is the process for renewal?</p> | <p>In addition to meeting all minimum qualifications to renew your license, you must also complete the following steps:</p> <ul style="list-style-type: none"> ✓ Submit to a criminal history records check. Access instructions here: <u>Criminal History Record Check</u> ✓ Complete a paper renewal application in person or request that a paper renewal application be mailed to you by contacting the Renewal Department. <i>See</i> FAQ 47. ✓ Complete the supplemental renewal form included with the application, providing the name(s) of your employer(s) and dates of employment while your license was active. Please note that working on a non-renewed license is a violation of the Nurse Practice Act and you could be subject to disciplinary action. ✓ Return the completed application with the applicable renewal fee to MBON in person or by mail |
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